



## Granite Town Media

### Advisory Committee

#### Meeting Minutes - Draft

2 February 2012

**Present:** Frank Corey, Rosie Deloge, Andrew Jeffery, Joe Kasper, Mike McInerney, Tom Schmidt

**Absent:** Tim Finan, Jose Luna, Len Mannino

**Guests:** Zack

#### **Call to Order:**

Meeting called to order 6:00 PM

Minutes approved.

Mike introduced new member of the GTM A/V team Zack.

The scan converter was installed in the BoS meeting room. This will improve video quality of computer presentations.

An “On the Air” illuminated sign is on order for the BoS meeting room.

The matrix switch in the BoS meeting room has become unreliable. Mike is in the process of replacing it. For the Deliberative session he will be a PC to perform that function.

Mike has delayed formally asking Comcast to activate the third PEG channel until he is able to ascertain what additional equipment needs to be purchased. The [Leightronix](#) system is limited to two channels. Neighboring towns are using gear by [Tightrope](#) and [Telvue](#). Mike is investigating the whether it makes sense to upgrade the Leightronix or move to more modern equipment.

One of the purposes of activating the third channels it to provide a bulletin board service. Mike and Andrew are working on a presentation best practices FAQ to assist people in developing slides that look good when view over lower resolution TV and Web.

Mike is migrating town web site from [Drupal](#) 6 to 7. The old web site will be shut down soon.

Mike is all set to cover the town and school deliberative sessions.

Mike is still working on modifying the GTM logo. Goal is to have a crisper video and print logo.

Committee continued work on Policy and procedure manual. Again thanks to Andrew for acting as editor. Real time editing during the meeting appears to be a productive way to write the manual.

**Upcoming Meeting:**

1 March 2012 Library AV room

**Adjourn:**

Meeting adjourned 8:005 PM

Respectfully submitted: Tom Schmidt